

## **COURT FACILITIES COORDINATOR**

**Announcement Number 08-028**

**Supplemental Application**

***Filing Deadline: 4:30 p.m., Monday, December 29, 2008***

**This form must be submitted with the Superior Court of California, County of San Bernardino Employment Application.**

This supplemental application and the regular Court application will be the basis for a competitive evaluation of qualifications. Only the highest rated candidates will receive further consideration. A résumé, while useful, will not substitute for this form.

On separate paper, please describe in detail, but as concisely as possible, your experience and accomplishments in each of the following areas. Your responses should be limited to one page or less for each area. Specify the employer, position held and dates when describing your experience.

1. Working with a variety of construction trades and/or construction related experience.
2. Supervisory experience; including the number and job titles of subordinates, the scope of your supervisory responsibilities, i.e., hiring decisions, disciplinary actions, etc.
3. Designing and planning construction projects.
4. Preparation and presentation of comprehensive reports.
5. Preparation and analysis of budgets and/or cost estimate preparation for construction and/or facilities maintenance projects.
6. Planning and evaluating construction projects and facilities to ensure compliance with the Americans with Disabilities Act and State and County building code requirements.

**CERTIFICATE OF APPLICANT:** I certify that all statements made in this application and supplemental application are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_